

# The City of Houston | Municipal Courts Department

## PASSPORT APPLICATION CHECKLIST

**You must apply in person if at least one of the following is true:**

- ☐ You are applying for your first U.S. passport, or
- ☐ You are under the age of 16, or
- ☐ Your previous U.S. passport was issued when you were under age 16, or
- ☐ Your previous U.S. Passport was lost, stolen, or damaged, or
- ☐ Your previous U.S. Passport was issued more than 15 years ago, or
- ☐ Your name changed since your U.S. passport was issued and you are unable to legally document your name change.

Read carefully, each person applying for a U.S. Passport  
**MUST BRING THE FOLLOWING ITEMS**

### ☐ COMPLETED DS-11 APPLICATION

- ☐ Download application online at [www.travel.state.gov](http://www.travel.state.gov)
- ☐ One application per applicant
- ☐ Complete in **black ink** only
- ☐ Do not sign application until requested to do so by a passport acceptance agent
- ☐ **Please Note:** Passport renewal application DS-82 is not accepted at the Municipal Court acceptance locations, however instructions on completing and mailing a DS-82 passport renewal application can be found on the U.S. Department of State website [www.travel.state.gov](http://www.travel.state.gov).

### ☐ PROOF OF U.S. CITIZENSHIP

Bring **one original** (plus one photocopy\*) of the following:

- ☐ Previously issued U.S. Passport undamaged (may be expired), or
- ☐ U.S. Birth Certificate or certified copy issued by the city, county, or state, or
- ☐ Certificate of Naturalization, or
- ☐ Consular Report of Birth Abroad or Certification of Birth, or
- ☐ Certificate of Citizenship
- ☐ **For minors:** Under 18, the original birth certificate must be presented.

### ☐ PROOF OF IDENTITY

Bring **one original** (plus one photocopy\* **front and back**) of the following:

- ☐ Valid Driver's License, or
- ☐ Valid State Identification Card, or
- ☐ Naturalization Certificate, or
- ☐ Prior Undamaged U.S. Passport (may be expired), or
- ☐ Government Employee ID, or
- ☐ Official Military ID Card
- ☐ **For minors:** Under 16 years of age both parents must be present or provide official consent. If both parents cannot be present go to [www.travel.state.gov](http://www.travel.state.gov) for more information.

### ☐ PASSPORT PHOTO

- ☐ (1) one color photo
- ☐ 2" x 2" inches in size
- ☐ Taken within the past 6 months, showing current appearance
- ☐ Full Face, with neutral facial expression
- ☐ Front view with a plain white or off-white background
- ☐ Between 1" inch and 1 3/8" inches from the bottom of the chin to the top of the head
- ☐ Taken in normal street attire
- ☐ No glasses

\*Photocopies must be: legible, on white 8.5" x11" standard paper, black and white, and single sided.

### ☐ MAKE AN APPOINTMENT

Visit the Municipal Courts website [www.houstontx.gov/courts](http://www.houstontx.gov/courts) to schedule an appointment. An appointment is needed for each person submitting an application for a passport. Walk-ins cannot be accommodated at this time. Arrive 15 minutes early to your scheduled passport appointment. **Use the area to the right to record your appointment details.**

#### Appointment Details

Date: \_\_\_\_\_

Time: \_\_\_\_\_

#### Municipal Court Acceptance Location:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Ge. Municipal Courthouse</b><br>1400 Lubbock Street<br>Houston, TX 77002 | <input type="checkbox"/> <b>Westside Command Station</b><br>3203 S. Dairy Ashford<br>Houston, TX 77082 |
|--|--|

Continue to page 2 for more important information and to calculate your passport fees.



CITY OF HOUSTON  
MUNICIPAL COURTS DEPARTMENT  
1400 LUBBOCK STREET | HOUSTON, TX 77002

PHONE: (713) 837-0311  
[WWW.HOUSTONTX.GOV/COURTS](http://WWW.HOUSTONTX.GOV/COURTS)

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## PASSPORT APPLICATION CHECKLIST

### ☐ PAYMENT 1 OF 2: PASSPORT APPLICATION FEES

- ☐ Separate payment for each applicant
- ☐ Passport fees can only be paid by personal check, cashier's check, or money order
- ☐ Made payable to: U.S. Department of State
- ☐ Cannot be made in cash, or credit/debit cards
- ☐ Non-refundable
- ☐ Calculate your passport application fees (see chart of fees below):

### ☐ PAYMENT 2 OF 2: ACCEPTANCE FEE

- ☐ \$35 per applicant
- ☐ Paid separately to the Acceptance Facility for each applicant
- ☐ Not included in the Passport Application Fee
- ☐ Acceptance fee can be paid in cash, check, credit/debit card, money order, or cashier's check.

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Passport Application Fee</b>	+	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Optional Services</b>	=	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <b>Total Passport Application Fees</b> <small>Payable in check or money order to the U.S. Department of State</small>
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### PASSPORT APPLICATION CHART OF FEES\*

FOR NEW AND RENEWAL DS-11 APPLICATIONS

Please Note: Passport renewal application DS-82 is not accepted at the Municipal Court acceptance locations, however instructions on completing and mailing a DS-82 passport renewal application can be found on the U.S. Department of State website [www.travel.state.gov](http://www.travel.state.gov).

Adult Applicants (16 and older)						
Passport Type	Travel Type	Passport Application Fee	Routine Processing Service 4-6 Weeks	OPTIONAL SERVICES		
				Expedited Processing Service (2-3 Weeks)	1-2 Day Return Delivery Service	File Search Fee
Passport Book	Land, Sea, International and Domestic Air,	\$110	Included	\$60	\$17.56 Not Available for Passport Card	\$150 When proof of US citizenship cannot be located. Written request must be completed.
Passport Card	Land, Sea, Domestic Air	\$30	Included			
Passport Book & Card	See above	\$140	Included			

Minor Applicants (Under 16)						
Passport Type	Travel Type	Passport Application Fee	Routine Processing Service (4-6 Weeks)	OPTIONAL SERVICES		
				Expedited Processing Service (2-3 Weeks)	1-2 Day Return Delivery Service	File Search Fee
Passport Book	Land, Sea, International and Domestic Air,	\$80	Included	\$60	\$17.56 Not Available for Passport Card	\$150 When proof of US citizenship cannot be located. Written request must be completed.
Passport Card	Land, Sea, Domestic Air	\$15	Included			
Passport Book & Card	See above	\$95	Included			

\* For more information regarding passport fees, please visit [www.travel.state.gov](http://www.travel.state.gov)

### ☐ CHECK THE STATUS OF YOUR APPLICATION

- ☐ 7-10 business days after submitting your application
- ☐ Visit [www.passportstatus.state.gov](http://www.passportstatus.state.gov) to check the status of your passport application and/or register your email address to receive automatic email updates
- ☐ You will need **Last Name**, **Date of Birth**, and **Social Security Number** (Last 4 digits)
- ☐ By calling the National Passport Information Center at 1(877)487-2778 or 1(888)874-7793(TDD/TTY)



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